# **Frequently Asked Questions**

Girlguiding Worcestershire Thinking Day Celebration Saturday 2<sup>nd</sup> March 2019

# Who is the event for?

This event is for **Rainbows**, **Brownies**, **Guides**, **Rangers** and their Leaders/Young Leaders.

# What is the format of this event?

You will arrive at Christopher Whitehead Language Collage, Worcester at your given time, and be allocated to activity groups.

During the day you will participate in a variety of activities, celebrating World Thinking Day. These activities will be lead by members of Girlguiding Worcestershire and external providers.

The day will start at 9.30am, with groups arriving from 9-9.30am, and finish at 4pm.

# Do Leaders also pay £10?

All Leaders/Unit Helpers within section ratios, and up to 2 young leaders per unit are free of charge. All extra adults/YLs will pay a reduced rate of £5 per person.

# How do we book for this event?

Booking for this event will be online.

If all the places are filled we will hold a reserve list should anyone not send their monies in on time or reduce their numbers. Places will then be offered in order of online booking.

# How do we pay for this event?

Once you have been informed by email your booking for places has been successful you will have 7 **days** to send a non-refundable **deposit** of £50.00 per unit. Full payment should be made within **30 days**.

For both cheques and bank transfers you MUST include the reference 'THINKING' followed by the unit Level Number e.g. THINKING- 12345678

If making a bank transfer the account details are as below:

- Account name: WORCS GUIDE ASSOC
- Sort Code: 30-99-90
- Account number: 02042628
- Reference: (see above)

Cheques to be made payable to Worcestershire Guide Assoc.

You will receive an email from Girlguiding Worcestershire confirming receipt of your payment.

Failure to make full payment within 30 days will result in your places being released.

## Can children of volunteers or others under 18 attend this event?

This event is for members of Girlguiding Worcestershire and we want to ensure that as many of them as possible can attend as the places are limited and we expect demand to be high. Please refer to our booking policy for our policy on Leaders' children. All requests for places for children of volunteers and others under 18 must be made via the Girlguiding Worcestershire County Office and NOT included on the booking form. There is no guarantee that places will be available and, on this occasion, is highly unlikely.

#### How many adults can we book places for?

We ask that adult places are booked as per section ratios. Again demand is expected to be high and the aim is to maximise as many young member places as possible.

#### Do we need to complete consent forms?

Each Unit will be sent a consent form in January 2019 to add to regarding times to meet etc and pass onto parents. These should be kept with Leaders during the day.

#### What do we wear for the event?

This is a uniform event.

## Is food provided at the event?

Tea and coffee with be provided for leaders. Groups should bring a packed lunch, snacks and drinks.

## Do we need to bring a first aid kit?

We will provide a first aid point, however Leaders are requested to bring a small first aid kit for their group.

#### Will the girls need pocket money?

There will be fundraising stalls selling cakes/craft items, run by girls attending international trips in 2019. Please advise parents to send their daughters with a sensible amount of money in a named purse.

## Can you meet additional needs?

We do our best to meet all additional needs that our members may have. Contact Girlguiding Worcestershire County Office to discuss at the time of making your booking.

## What activities are on offer for girls?

Variety of international themed activities including crafts, dancing, music.

#### Where can we park and will there be a charge?

Parking is available at Christopher Whitehead Language Collage. We request that were possible units arrange to share transport to and from the event. There will be parking available for coaches.

#### Who should we contact if we need to change our booking?

Please contact the Girlguiding Worcestershire County Office on 01905 797377, or <u>international@girlguidingworcs.org.uk</u> as soon as possible

## Can I receive a refund if I cancel my booking?

Please refer to the Girlguiding Worcestershire booking policy.

## Will there be photography at the event?

We will have our own photographers at the event. As this is a large scale event, with over 100 participants, the exception to the photo permissions recorded on GO will apply. This means that photos and videos may be taken and used immediately for event publicity purposes. This is explained to parents on the Information and Consent for Events/Activities form, and parents are instructed that if they do not wish for this to happen, they must talk to their daughter's Leader. It is then the duty of the Leader to contact the event organisers, Girlguiding Worcestershire.

If you have any other questions please contact the Girlguiding Worcestershire County Office or email <u>international@girlguidinworcs.org.uk</u>